

Registration Instructions for Traditional Trainings

NC Learning Center

Registration for the Division of Purchase & Contract's courses is available through the NC Learning Center. All individuals employed with any state agency, department, institution, community college, or university governed by Chapter 143 Article 3 of the North Carolina General Statutes will receive preferential seating in these traditional courses. Individuals employed by local government or public school entities may choose to take these courses as well, but may have deferred enrollment due to priority preference for entities governed by Article 3 of the NC General Statutes.

Keep in mind that all traditional trainings are based on Purchase & Contract (P&C) related rules for goods and service procurements. These courses will not relate to any DIT, State Construction, or State Property laws and rules.

Registration instructions for state agencies and institutions are different from all other entities. State agencies and institutions register using the Integrated HR-Payroll System. All other entities should register through the P&C website in order to create an account in the NC Learning Center. Please follow the instructions below as it relates to your place of employment. Please find, following these instructions, a job aid to assist your supervisor/manager with approving your training request(s).

If you have any questions or concerns when registering for courses within the NC Learning Center, please contact your agency LMS Administrator. If you are unsure of who serves in this role, please use this [link](#) to locate their contact information.

Registration

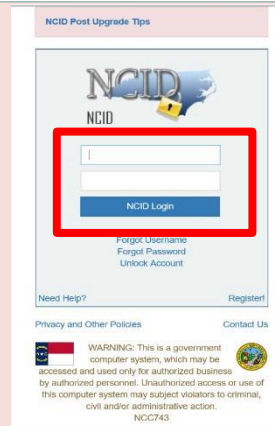
Integrated HR-Payroll System Users – Formerly BEACON (State Agencies and Institutions)

If you are an Integrated HR-Payroll System (formerly BEACON) user, follow the instructions below to register.

1. Select **NEXT** to sign into the Integrated HR-Payroll System (formerly BEACON).



2. Enter your NCID user ID and password in the fields provided.



3. Select the **LMS & NCVIP** tab and click on the **SUBMIT** button.



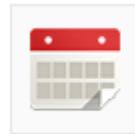
AND



4. From the NC Learning Center home page, type **P&C** in the global search box located in the top right corner of the page. Press **ENTER** on your keyboard.



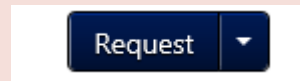
5. Click on the course title to view the list of available offerings.



P & C - eQuote

Event | Administration, Dept. of | \$0.00
This course provides hands on computer train vendors.

6. Select the **REQUEST** button to enroll in a course corresponding to the title you are interested in attending.



7. Wait for the registration confirmation email from the NC Learning Center.
8. An additional email will be sent directly from P&C containing important information for the course typically within one week of the start date for the course.

Extended Enterprise Users (Community Colleges, Local Government Entities, Public Schools, and Universities)

Community college, local government, public school, and university employees must first [create an account](#) with the NC Learning Center before registering for training courses. Click on the link to create your account. When creating an account, please use your work email. Once you create an account, follow the instructions below to register.

1. Type <https://ncgov.csod.com/client/ncgov/default.aspx> into your web browser. You must use Internet Explorer!

2. Enter the login and password established when you created your account.



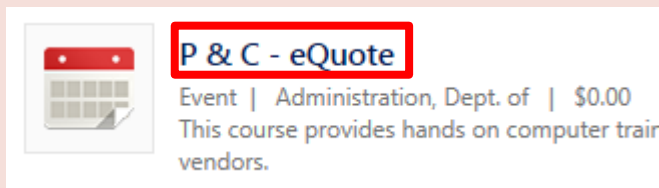
3. Click on the **P&C LOGO** on the home page.



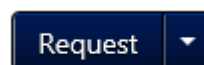
Purchasing and Contract Training NC Department of Administration

The Division of Purchase & Contract is the central purchasing authority for all state departments, institutions, agencies, universities, and community colleges. It also makes certain services available to local governments, public school systems, private colleges and universities, and other non-state entities.

4. Click on the title of the course to view a list of available dates.



5. Identify the date, location and time of the course you prefer. Then select the **REQUEST** button to choose a course corresponding to the title you are interested in attending.



6. Expect an email from the NC Learning Center confirming your registration.
7. An additional email will be sent directly from P&C containing important information for the course typically within one week of the start date for the course.

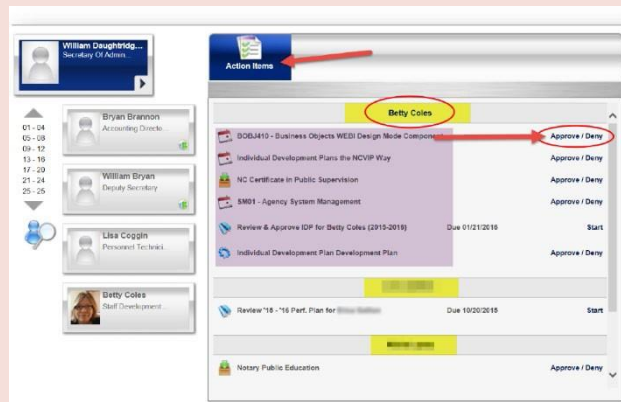
Job Aid – Approving Your Employees' Training Requests

If you are a supervisor/manager, please follow the steps below for approving staff training requests, if required, in the NC Learning Center.

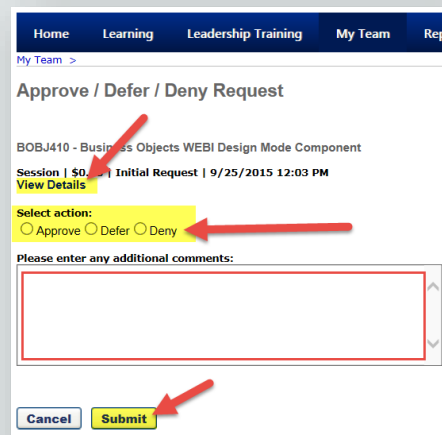
1. Log into the Integrated HR-Payroll System (formerly BEACON). Select the **LMS & NCVIP** tab. Next, hover over the **My Team** tab, then click on **My Team**.



2. You will be brought to your **Action Items** tab. These items are separated by employee. This is your “to do” list in LMS/NCVIP. Start with your first employee. Find the training they are requesting on the left-hand side, then click the **Approve/Deny** link on the right-hand side.



3. On the next screen, you can click **View Details** to see more information about this particular course. You will then select your action of either **Approve**, **Defer**, or **Deny**. You have the option of adding a comment in the box below, then click **Submit**.



Minimum Course Size & Registration Cancellations

Minimum Course Size

Due to limited staff, P&C will cancel any course that fails to meet the minimum number of required participants, including those that are scheduled outside of the Raleigh area. Participants will be notified via email of a course cancellation.

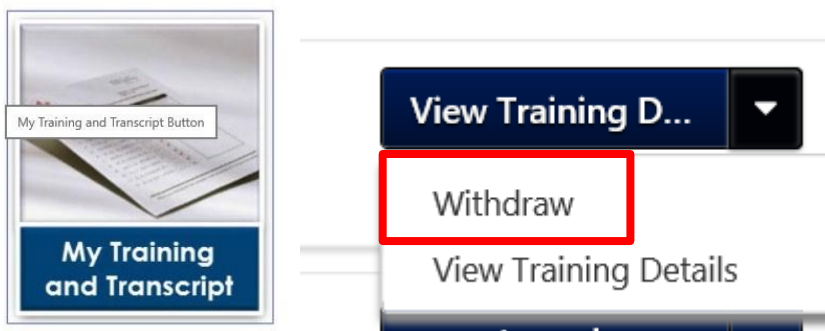
Cancellation Requests

If you are currently registered for a course but are no longer able to attend, please cancel your registration as soon as possible using the NC Learning Center. Doing so provides an opportunity for a waitlisted participant to attend in your place, or in the event of low enrollment, will help us determine if a course should be cancelled.

The Division of Purchase & Contract will cancel courses when the weather or other factor creates unsafe conditions for participants.

Withdraw from a Course

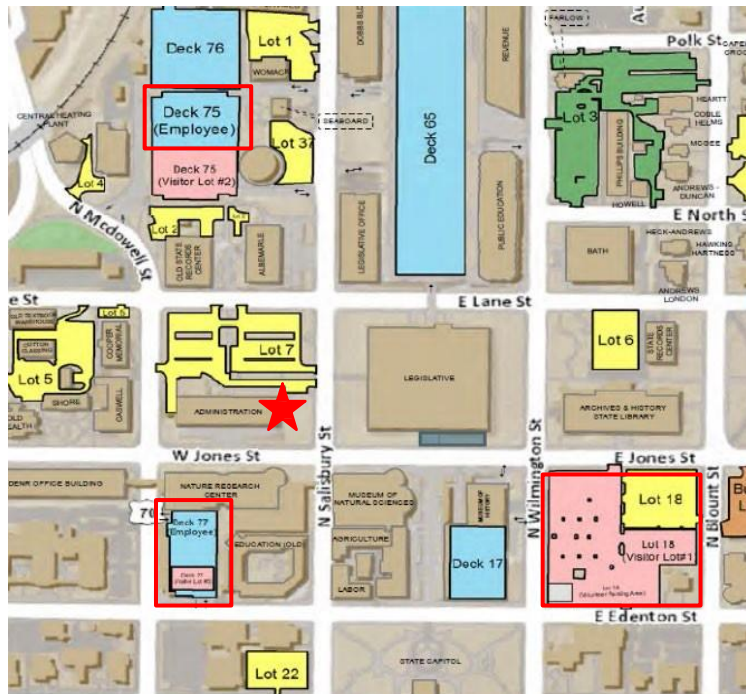
If you are registered for a course and are unable to attend, please withdraw yourself by going to your transcript within the NC Learning Center and clicking the **WITHDRAW** button next to the course title.



Parking Map

The Department of Administration is located in downtown Raleigh on 116 W. Jones St. (on the map below it is marked by a red star). Visitor parking can be found on McDowell Street (deck #75), Edenton Street (deck #77) and Jones Street (lot #18).

Downtown parking is not free! Both decks and the lot have a booth that will dispense parking tickets. You are responsible for keeping this ticket for payment purposes. The parking fee is \$2.00 per hour. To pay, you must use cash, Visa, or Mastercard. The decks and lot locations are framed in red on the map below.



For more information please visit the State Parking Division [website](#).

Where to Park

Hotels Near the Department of Administration

Hotel Name	Address
Hampton Inn & Suites Raleigh Downtown	600 Glenwood Ave. Raleigh, NC 27603 (919) 825-4770 Approximately 0.9 miles from DOA
Holiday Inn Raleigh Downtown	320 Hillsborough St. Raleigh, NC 27603 (919) 832-0501 Approximately 0.4 miles from DOA
Days Inn by Wyndham Raleigh	300 N. Dawson St. Raleigh, NC 27603 (919) 828-9081 Approximately 1.3 miles from DOA
Raleigh Marriott City Center	500 Fayetteville St. Raleigh, NC 27601 (919) 833-1120 Approximately 0.7 miles from DOA
Residence Inn by Marriott Downtown	616 S. Salisbury St. Raleigh, NC 27601 (919) 856-0017 Approximately 0.8 miles from DOA
Sheraton Raleigh	421 S. Salisbury St. Raleigh, NC 27601 (919) 834-9900 Approximately 0.6 miles from DOA
The McKimmon Center located on NC State University campus, which is close to downtown, also maintains a list of hotel options .	
P&C does not endorse any specific hotel and cannot provide any recommendations regarding accommodations. This is also not an exhaustive list.	

Contact the Training Team

If you have any questions concerning upcoming courses or how to register, please contact the P&C training team or receptionist.

Camille Edwards
Education Program Coordinator
Camille.Edwards@doa.nc.gov
984-236-0248

